

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: Renewal of Licenses for Cybersecurity
Activity Conducted: Pre-Bid Conference
Date and Time: 23 April 2021; 10:00 A.M.
Venue: Via Online Video Conference

I. ATTENDEES

BAC MEMBERS

Ms. Mary Luck Hicarte	Alternate Vice-Chairperson
Mr. Jericson Arceo	Provisional Member
Ms. Eloisa Katrina Madamba	Alternate Member
Ms. Leslie Escosura-Bustamante	Alternate Member
Mr. Juan Gerardo Garcia	End-user Representative (OAMSS-ICTD)
Ms. Janine Joyce Judloman	End-User Representative (OAMSS-ICTD)

BAC SECRETARIAT

Mr. Alvin C. Malasig	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

OBSERVER

Mr. Denmark Delos Santos	COA Representative
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BIDDER

Ms. Wency Refugio	Pronet Systems Integrated Network Solutions, Inc.
Ms. Rose Trinidad	Microdata Systems & Management, Inc.

II. CALL TO ORDER

The meeting was called to order at 10:00 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

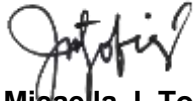
- The Committee went through the Terms of Reference (TOR) for the Procurement of Renewal of Licenses for Cybersecurity with the Approved Budget for the Contract (ABC) of Nineteen Million Two Hundred Fifty-Nine Thousand Pesos (PhP 19,259,000.00) only.
- The Secretariat introduces two (2) prospective bidders who attended the Pre-Bid Conference, via online video conference, namely, Pronet Systems Integrated Network Solutions, Inc. and Microdata Systems & Management, Inc.

- A prospective bidder requested that since the items to be procured are licenses, 3.b of Item III under Contractor Qualifications be removed.
- The Secretariat informed the meeting participants that the amended Technical Specification will be posted through a Supplemental/Bid Bulletin.
- The Committee instructed the prospective bidders to complete and properly arrange their bids using the two-envelope system and in accordance with the “Checklist of Technical and Financial Documents” for the ease of conduct of the Opening of Bids. The BAC Secretariat gave other reminders to the bidders for the Opening of Bids.
- A prospective bidder asked for a sample form for the documents required for their bid submission. The head of the Secretariat said that template forms are downloadable online, including the template for NFCC and its computation formula. The Secretariat also informed the bidder that it will countercheck the prospective bidders’ computation against its Audited Financial Statements.
- The Committee reminded the prospective bidders of the following:
 - Documents requiring notarization should be properly notarized with a valid Government-issued identification card as proof of identity.
 - Bid fee shall be paid before the submission of bids. Due to the strict restrictions of the Department, the Bidder shall inform the Secretariat, at least a day, before paying the bid fee.
 - Date and time of the deadline of the submission and opening of bids.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Alternate Vice-Chairperson thanked everyone and adjourned the meeting at 2:30 p.m.

Minutes taker:



Ms. Micaella J. Tobias
BAC Secretariat Member

Noted by:



Mr. Alvin C. Malasig
BAC Secretariat Head